

Commonwealth of Virginia

EARLY CHILDHOOD AND CHILD CARE PROFESSIONAL DEVELOPMENT CAREER LATTICE

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VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Virginia Department of Social Services
Division of Child Care and Early Childhood Development

careerlattice@dss.virginia.gov
www.dss.virginia.gov/family/cc/professionals_resources.cgi

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Early Childhood and Child Care Professional Development Career Lattice

The Career Lattice details steps of career development based on training, education, and experience in the field. The Lattice provides guidance for any individual developing a plan for professional advancement in early childhood education and child care based on Virginia Department of Social Services (VDSS) Licensing Standards.

ENTRY LEVEL		STEP I	STEP II	STEP III
AIDE ENTRY LEVEL	FAMILY DAY HOME PROVIDER (FDH) ENTRY LEVEL	PROGRAM LEADER/TEACHER (PL) ENTRY LEVEL	VDSS EARLY CHILDHOOD ENDORSEMENT	120-CLOCK-HOUR CHILD DEVT. CREDENTIAL [PROGRAM DIRECTOR (PD) ENTRY LEVEL]
LICENSING REQUIREMENTS: <ul style="list-style-type: none">• Minimum 16 yrs of age• Current TB Screening• Satisfactory Sworn Statement• Clear Criminal History Record Report• Clear Child Protective Services Central Registry Check• Ability to communicate with emergency personnel	LICENSING REQUIREMENTS: <ul style="list-style-type: none">• Current TB Screening• Satisfactory Sworn Statement• Clear Criminal History Record Report• Clear Child Protective Services Central Registry Check• Demonstrated proficiency in English• Provider – Minimum 18 yrs of age• If employed after 6/30/10, high school program completion or equivalent• First Aid and Cardiopulmonary Resuscitation (CPR)• Assistant – Minimum 16 yrs. of age• If assistant 18 yrs. or older and left alone with children – First Aid and Cardiopulmonary Resuscitation (CPR)	A. LICENSING REQUIREMENTS: <ul style="list-style-type: none">• Minimum 18 yrs of age• High school program completion or equivalent• Current TB Screening• Satisfactory Sworn Statement• Clear Criminal History Record Report• Clear Child Protective Services Central Registry Check• Ability to communicate with emergency personnel B. LICENSING TRAINING REQUIREMENTS: <ul style="list-style-type: none">• Within six months prior to or one month after assuming Program Leader (PL) position, must receive a minimum of 24 clock hours of training related to the care of children, including, but not limited to:<ol style="list-style-type: none">1. Child Development2. Playground Safety3. Health/Safety4. Preventing/Reporting Child Abuse/Neglect HIGH SCHOOL EDUCATION OPTION: <ul style="list-style-type: none">• Within six months prior to or one month after assuming Program Leader (PL) position: Completion of Virginia Department of Education High School Early Childhood Education I & II with National Occupational Competency Testing Institute (NOCTI) Certification	LICENSING REQUIREMENTS: <ul style="list-style-type: none">• FDH – Meets FDH Entry Level• PL – Meets Step I A & B TRAINING: <ul style="list-style-type: none">• Virginia Department of Social Services (VDSS) Early Childhood Endorsement – Infant and Toddler Or Preschool - 48 clock hours of training (12 4-hour classes) for each endorsement OR: EDUCATION: <ul style="list-style-type: none">• CHD 166 – Infant and Toddler Programs (College course consisting of at least 3 credits)• CHD 120 - Introduction to Early Childhood Education (College course consisting of at least 3 credits)	LICENSING REQUIREMENTS: <ul style="list-style-type: none">• FDH – Meets FDH Entry Level• PL - Meets Step I A• Program Director (PD) – Meets Step I A and minimum 21 years of age• PD without mgmt. experience¹ must have 10 clock hrs. of mgmt. training OR one child care mgmt. course OR one college course in business-related field TRAINING: <ul style="list-style-type: none">• Minimum 120 clock hours of child-related training as specified by credentialing organization² and VA Standards for Licensed Child Day Centers (CDCs) OR: EDUCATION: <ul style="list-style-type: none">• College courses equivalent to or exceeding 120 clock hours of training requirement as determined by credentialing organization² and VA Standards for Licensed CDCs OTHER REQUIREMENTS: <ul style="list-style-type: none">• As determined by credentialing organization² and VA Standards for Licensed CDCs
LICENSING REQUIREMENTS: <ul style="list-style-type: none">• None required at this level	LICENSING REQUIREMENTS: <ul style="list-style-type: none">• Provider - If employed after 6/30/10, 3 months of programmatic experience	LICENSING REQUIREMENTS: <ul style="list-style-type: none">• PL – 6 months supervised programmatic experience	LICENSING REQUIREMENTS: <ul style="list-style-type: none">• PL – 6 months supervised programmatic experience	LICENSING REQUIREMENTS: <ul style="list-style-type: none">• PL – 3 months• PD – 2 years w/1 year in staff supervisory capacity
LICENSING REQUIREMENTS: <ul style="list-style-type: none">• None	LICENSING REQUIREMENTS: <ul style="list-style-type: none">• None	LICENSING REQUIREMENTS: <ul style="list-style-type: none">• None	LICENSING REQUIREMENTS: <ul style="list-style-type: none">• VDSS Infant & Toddler Endorsement• VDSS Preschool Endorsement	LICENSING REQUIREMENTS: <ul style="list-style-type: none">• 120-Clock-Hour Child Development Credential [e.g., Child Development Associate (CDA)]

¹ Mgmt. experience is defined as at least six months of on-the-job training in an administrative position that requires supervising, orienting, training, and scheduling staff.

² International or national credentialing organization that meets requirements as stated in 22 VAC 15-30-230 A 4 b of Virginia Standards for Licensed Child Day Centers.

³ Child-related field such as, but not limited to, child care administration, early childhood administration, child development, early childhood development, early childhood education (ECE), human development, early childhood special education, child care, and elementary education (Early Childhood, PK-3, NK-3).

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The lattice indicates the **minimum licensing requirements** for professionals employed by organizations regulated by VDSS. For those individuals who wish to pursue a position that is regulated by another federal or state authority, a higher level of qualification may be required. For example, Head Start requires 50% of teachers to have an Associate degree (Step VI) or higher, 100% to have a minimum of a 120-clock-hour credential (Step III). Also, some employers may require a higher level of qualification, e.g., 98% of teachers employed by the Virginia Preschool Initiative program hold a Bachelor degree (Step VII) or higher.

STEP IV	STEP V	STEP VI	STEP VII	STEP VIII	STEP IX	
12-CREDIT COMMUNITY COLLEGE CERTIFICATE	ONE-YEAR COMMUNITY COLLEGE CERTIFICATE	ASSOCIATE DEGREE	BACHELOR DEGREE	MASTER DEGREE	DOCTORATE DEGREE	
LICENSING REQUIREMENTS: <ul style="list-style-type: none"> • FDH – Meets FDH Entry Level • PL – Meets Step I A • PD – Meets Steps I A & III EDUCATION: <ul style="list-style-type: none"> • Community College Certificate in approved course of study in child-related field³ w/minimum of 12 total credits 	LICENSING REQUIREMENTS: <ul style="list-style-type: none"> • FDH – Meets FDH Entry Level • PL - Meets Step I A • PD - Meets Steps I A & III EDUCATION: <ul style="list-style-type: none"> • One-year community college certificate in approved course of study in child-related field³ w/minimum of 30 total credits 	LICENSING REQUIREMENTS: <ul style="list-style-type: none"> • FDH – Meets FDH Entry Level • PL - Meets Step I A • PD – Meets Steps I A & III EDUCATION: <ul style="list-style-type: none"> • Approved course of study in child-related field³ 	LICENSING REQUIREMENTS: <ul style="list-style-type: none"> • FDH-Meets FDH Entry Level • PL-Meets Step I A • PD-Meets Steps I A & III EDUCATION: <ul style="list-style-type: none"> • Approved course of study in child-related field³ or with child-related Licensure or Endorsement 	LICENSING REQUIREMENTS: <ul style="list-style-type: none"> • FDH-Meets FDH Entry Level • PL-Meets Step I A • PD-Meets Steps I A & III EDUCATION: <ul style="list-style-type: none"> • Approved course of study in child-related field³ 	LICENSING REQUIREMENTS: <ul style="list-style-type: none"> • FDH-Meets FDH Entry Level • PL-Meets Step I A • PD-Meets Steps I A & III EDUCATION: <ul style="list-style-type: none"> • Approved course of study in child-related field³ 	LICENSING REQUIREMENTS
						TRAINING
						EDUCATION
<ul style="list-style-type: none"> • PL – 3 months • PD – 2 years w/1 year in staff supervisory capacity 	<ul style="list-style-type: none"> • PL – 3 months • PD – 2 years w/1 year in staff supervisory capacity 	<ul style="list-style-type: none"> • PL – 3 months • PD – 1 year 	<ul style="list-style-type: none"> • PD – 1 year 	<ul style="list-style-type: none"> • PD – 6 months 	<ul style="list-style-type: none"> • PD – 6 months 	EXPERIENCE
<ul style="list-style-type: none"> • Community College Certificate in child-related field³ w/minimum 12 total credits 	<ul style="list-style-type: none"> • One-year Community College Certificate in child-related field³ w/minimum 30 total credits 	<ul style="list-style-type: none"> • Associate in Applied Science • Associate of Science • Associate of Arts 	<ul style="list-style-type: none"> • Bachelor of Science • Bachelor of Arts 	<ul style="list-style-type: none"> • Master of Science • Master of Arts • Master of Education • Master of Teaching 	<ul style="list-style-type: none"> • Doctor of Philosophy (Ph.D.) • Doctor of Education (Ed.D.) 	CREDENTIAL

KEY: FDH – Family Day Home Provider PL – Program Leader/Teacher PD – Program Director

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Professional Development Resources

TRAINING		
ADULT EDUCATION		
English for Speakers of Other Languages/GED	VA Adult Learning Resource Center, VCU	www.valrc.org/providers/provider_directory.php
GED Classes	VA Adult Learning Resource Center, VCU	www.vaged.vcu.edu/index.shtml
CHILD DEVELOPMENT		
Apprenticeship Program	VA Dept. of Labor and Industry	www.doli.virginia.gov
TIPS Training Calendar	VA Dept. of Social Services	www.dss.virginia.gov/family/cc_providertrain/tips.cgi
VDSS Training	VA Dept. of Social Services	www.dss.virginia.gov/family/cc/professionals_resources.cgi
HEALTH AND SAFETY		
Child Abuse and Neglect	VA Dept. of Social Services	www.dss.virginia.gov/family/ccs/mandated_reporters/cws5691/index.html
Child Passenger Safety	VA Dept. of Health	email Tobey Allen at tobey.allen@vdh.virginia.gov
First Aid & CPR	American Red Cross	www.redcross.org
	American Heart Association	www.heart.org
	National Safety Council	www.nsc.org
	Health and Safety Institute	www.hsi.com
Playground Safety	National Program for Playground Safety	www.playgroundsafety.org
VDSS ENDORSEMENT		
Early Childhood Endorsement Program	VA Dept. of Social Services	www.dss.virginia.gov/family/cc/professionals_resources.cgi
CREDENTIAL ORGANIZATIONS*		
CDA	Council for Professional Recognition	www.cdacouncil.org
CDE, CCDE, VCDE	Child Development Education Alliance	www.cdealliance.org
ELS1, ELS2, ELS3	IACCEPT	http://iaccept.org
NAC	National Institute of Child Care Management	www.nicm.com
NAC, CCP	National Child Care Association	www.nccanet.org
PAC	Association of Christian Schools International	www.acsi.org
PS1, PS2	International Academy of Private Education	www.iapeservices.org
EDUCATION		
Community College Certificates and Degrees	Virginia Community College System	www.vccs.edu or http://myfuture.vccs.edu/earlychildhood
Family and Consumer Sciences Classes (ECE)	VA Dept. of Education High School ECE I & II	www.cterresource.org/verso2/search
Higher Education Degrees	State Council of Higher Education for VA	www.schev.edu
Online Degreed ECE	Child Care Exchange	https://secure.ccie.com/opportunities-for-you/search-ece
FINANCIAL AID		
VA Child Care Provider Scholarship Program	VA Dept. of Social Services	www.dss.virginia.gov/family/cc/professionals_resources.cgi
Various	Federal	www.studentaid.ed.gov/PORTALSWebApp/students/english/index.jsp
Various	State Council of Higher Education for Virginia	www.schev.edu/students/Payforcollege.asp

* Program Directors - contact your VDSS licensing inspector to determine whether the credentials issued by these organizations meet the "child development credential" requirements as stated in Standards for Licensed Child Day Centers (22 VAC 15-30-230 A 4 b). Inclusion of training, education and professional organizations is for informational purposes only and does not imply endorsement of any program contained herein.